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BROTHERHOOD  
OF  
LOCOMOTIVE  
FIREMEN

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LADIES' SOCIETY

CONSTITUTION  
AND  
GENERAL LAWS

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# CONSTITUTION AND GENERAL LAWS

OF THE

# Ladies' Society

OF THE

# BROTHERHOOD OF LOCOMOTIVE FIREMEN



Organized at Tucson, Arizona, April, 1884.



Recognized as an **AUXILIARY** of the **BROTHERHOOD OF LOCOMOTIVE FIREMEN** at the Second Biennial Convention in San Francisco, Cal., September, 1890.

Revised at the Sixth Biennial Convention at Chattanooga, Tenn., September, 1902.



BOONE BLANK BOOK CO., Printers and Binders,  
BOONE, IOWA.

1902.



Helen Burge  
Chanute Kansas  
1908

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Chattanooga, Tenn., September, 1902.

Committee on Revision and Codification:  
**GRAND PRESIDENT;**  
**GRAND SECRETARY AND TREASURER**  
**AND GRAND COUNSELOR.**



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## **PREAMBLE.**

The Ladies' Society has been organized for the purpose of rendering assistance, and to encourage the Brotherhood of Locomotive Firemen in their good work, extending the hand of Charity and helping each other in time of need, and to elevate our social and intellectual standing. It is the aim of our society to cultivate a spirit of harmony, to promote sociability, and to draw into friendly and affectionate relationship the lady members of the families of the Brotherhood; hence we have adopted as our motto—

**FRIENDSHIP AND CHARITY.**

## GRAND LODGE CONSTITUTION.

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### NAME, LOCATION AND AUTHORITY.

SEC. 1.—*Name and Location.*—This body shall be known as the Grand Lodge of the Ladies' Society of the Brotherhood of Locomotive Firemen, with headquarters located in the city where the Grand President resides.

SEC. 2.—*Jurisdiction and Authority.*—The Grand Lodge shall have exclusive jurisdiction over all subjects pertaining to the order, and its enactments and decisions upon all questions are the supreme law of the order. The Grand Lodge may hear and determine all matters of controversy which may be brought before it by appeal or otherwise, issue all charters, reprove and punish the misconduct of Subordinate Lodges, adopt laws and regulations of general application for the government of Subordinate Lodges, and alter, amend, or repeal the same; control and regulate the unwritten work of the order; supply all rituals, withdrawal and transfer cards as well as all blank forms for use of the Subordinate Lodges of the order; levy such assessments for revenue as may be necessary to defray the expenses of the Grand Lodge, which shall also include the insurance department, and do all things necessary to promote the welfare of the order.

### OFFICERS, BOARDS AND MEMBERS.

SEC. 3.—*Of Whom Composed.*—The Grand Lodge shall consist of a Grand President, Vice Grand President, Grand Secretary and Treasurer, Grand Counselor, Grand Executive Board, consisting of three members, a Board of Grand Trustees, consisting of three members; also of the duly elected delegates, representing the Subordinate Lodges, and the Grand Medical Examiner.

SEC. 4.—*Term of Office.*—The Grand President, Vice Grand President, Grand Secretary and Treasurer, Grand Counselor, Grand Executive Board, Board of Grand Trustees and Grand Medical Examiner shall be elected to hold office for a term of two years each.

SEC. 5—*Officers Shall Not Represent Their Lodges.*—The Grand President, Vice Grand President and Grand Secretary and Treasurer shall not represent their respective lodges as delegates. Grand Officers, including the Grand Counselor and Grand Medical Examiner, shall have a voice, but shall not be entitled to vote in the convention. Members of the Grand Boards shall also have a voice in the convention, but shall not be entitled to a vote unless representing their respective lodges.

#### OFFICIAL SEAL.

SEC. 6—*Official Seal.*—The official seal of this body shall be circular in form and shall bear the words and figures, “Grand Lodge Ladies’ Society of the Brotherhood of Locomotive Firemen, Organized April, 1884.” This seal shall be attached to all documents requiring authentication emanating from the Grand Lodge.

#### QUORUM.

SEC. 7.—*Quorum.*—Twelve members shall constitute a quorum, and shall be qualified to transact the business of the meeting.

#### MEETINGS.

SEC. 8.—*Meetings, When Held.*—The Grand Lodge shall meet biennially, on the second Monday in September, at such a place as may have been designated at the preceding biennial meeting.

SEC. 9.—*Change of Meetings.*—Should a change of the place of meeting be deemed necessary, such change may be made by a two-thirds vote of Subordinate Lodges.

SEC. 10.—*Special Meetings.*—Special meetings may be held by a two-thirds vote of Subordinate Lodges.

## CREDENTIALS.

SEC. 11.—*Grand Officers and Boards.*—Prior to each meeting of the Grand Lodge, there shall be issued by the Grand Secretary and Treasurer to all Grand Officers, Boards and Organizers, a credential signed by the Grand President and Grand Secretary and Treasurer, under seal of the Grand Lodge, which shall entitle said Grand Officers, Boards and Organizers to their seats in the meeting.

SEC. 12.—*To Delegates.*—A credential of the same form shall also be issued by the Secretary of each lodge to the delegate, and signed by the President and Secretary of the lodge, and countersigned and sealed by the Grand President and Grand Secretary and Treasurer, which shall entitle said delegate to her seat in said meeting, provided the lodge which she represents is, in all things, in good standing with the Grand Lodge.

SEC. 13. A delegate who has been duly elected to attend Grand Lodge may represent one (1) other lodge by proxy, provided said lodge is in good standing, the said lodge represented by proxy to assist in paying expenses of said delegate.

SEC. 14.—*How Furnished.*—Blank forms of credentials shall be furnished to Subordinate Lodges by the Grand Lodge exclusively.

SEC. 15.—*To Whom Issued.*—No credentials shall be issued to any person except an officer or member of the Grand Lodge.

## FISCAL YEAR AND ANNUAL REPORT.

SEC. 16.—*Fiscal Year.*—The fiscal year of the Grand Lodge shall begin on the first day of July and expire on the 30th day of June of each year.

SEC. 17.—*Biennial Reports.*—At each biennial meeting the Grand President, Vice Grand President, Grand Secretary and Treasurer, Grand Counselor, Grand Executive Board, the Board of Grand Trustees and Grand Medical Examiner shall submit a full and

complete report of all the transactions and affairs of their respective offices for the two preceding fiscal years. Said reports shall be read under the Order of Business "Report of Officers and Boards." In the absence of the Chairman or Secretary of the Grand Executive Board or Board of Grand Trustees, their report, in writing, shall be read from the desk of the Grand Secretary and Treasurer.

#### ELECTION AND INSTALLATION.

SEC. 18.—*Of Officers and Boards.*—The election of officers and boards shall be by written ballot. Two tellers shall be appointed by the Grand President, whose duty it shall be to receive and announce the ballots cast, and to see that none are permitted to vote unless they are legally entitled to do so, and to report to the Grand President any irregularity in the ballot. The Grand Secretary and Treasurer shall record each vote as announced by the tellers, and when all the ballots have been counted, shall announce the result. The candidate receiving a majority of the votes cast shall be declared elected by the Grand President. In the event of no candidate receiving a majority of the votes cast, the Grand President shall declare no election and order a second ballot, and directing that the candidate receiving the lowest number of votes shall be dropped; and thus continue until one candidate has received a majority of all the votes cast.

SEC. 19.—*Installation.*—The installation of officers shall take place after the conclusion of the election of all officers is announced, and under the Order of Business "Installation of Officers and Boards."

SEC. 20.—*Certificate of Election.*—Within ten days after the election, or as soon thereafter as is practicable, there shall be issued to the officers and boards elect, a certificate of election signed by the Grand President and Grand Secretary and Treasurer and under seal of the Grand Lodge.

SEC. 21.—*When to Qualify.*—Officers and Boards

elect shall qualify and assume the duties of their respective offices on the first Monday in January of the next ensuing year following the election.

#### DUTIES OF OFFICERS AND BOARDS.

SEC. 22.—*Grand President.*—It shall be the duty of the Grand President to preside over the meetings of the Grand Lodge and perform its executive duties while the same is not in session. She shall have general supervision of the order and have power to grant dispensations not inconsistent with its laws and regulations. She shall have authority to convene Subordinate Lodges, and call union meetings at such times and places as in her judgment will promote the welfare of the order. She shall sign all bills, circulars, reports and documents requiring to be authenticated. She shall, upon a two-thirds vote of the Subordinate Lodges, direct special meetings of the Grand Lodge to be held. She shall supply the pass-words for transmission to the Subordinate Lodges. She shall decide all questions and appeals submitted to her by Subordinate Lodges, which decision shall be final, unless reversed at the ensuing meeting of the Grand Lodge. At each biennial meeting she shall prepare and submit a full and complete report of all of her official acts during the two preceding fiscal years; and shall also perform such other duties as the laws and regulations of the order may require. At the expiration of her term of office she shall turn over to her successor all books, papers and property of the Grand Lodge.

SEC. 23.—*Vice Grand President.*—It shall be the duty of the Vice Grand President to devote as much of her time as may be possible to the interests of the society. She shall assist the Grand President in the discharge of her duties as presiding officer, at sessions of the Grand Lodge, and during the temporary absence of the Grand President she shall be presiding officer; and in case of the death, resignation or removal of the Grand President she shall discharge the duties and assume the responsibilities of Grand President until a

successor is elected. She shall render such other service as may be assigned to her by the Grand President. At the expiration of her term of office she shall turn over to her successor all books, papers and property of the Grand Lodge in her possession.

SEC. 24.—*Grand Secretary and Treasurer.*—It shall be the duty of the Grand Secretary and Treasurer to keep a true and correct record of the proceedings of the Grand Lodge at each meeting, and transmit one copy, properly authenticated, to each Subordinate Lodge; she shall read all petitions, resolutions and communications submitted to that body, as well as reports unless it is otherwise decided, and file and safely keep all papers and documents received by her. She shall prepare, sign and seal all charters and attest dispensations emanating from the Grand Lodge, as well as issue notice of grand dues, quarterly dues, insurance and special assessments which may be levied. It shall also be her duty to keep an accurate account of all moneys received and paid out by her; to conduct the correspondence of her office; to attend, with all the necessary books and papers, the meetings of the Grand Lodge; to take charge of all the funds and properties of the Grand Lodge, and keep an account between the Grand and all Subordinate Lodges, and submit a quarterly report of the financial transactions of her office to each Subordinate Lodge. She shall serve notice upon Subordinate Lodges of special meetings of the Grand Lodge at least twenty days previous to the time of meeting, stating the object of the same. At each biennial meeting of the Grand Lodge she shall submit a complete report of her receipts and expenditures during the two preceding fiscal years, the membership of the order, with the number of deaths, expulsions and withdrawals; also a report of lodges disbanded, and all other matters pertaining to her office. At the expiration of her term of office, she shall turn over to her successor, when she has duly qualified, all moneys, books, papers and property in her possession belonging to the Grand Lodge.

SEC. 25.—*Bond of Grand Secretary and Treasurer.*—The Grand Secretary and Treasurer shall be required to file a bond in the amount of \$15,000 for the faithful performance of her duties and the accounting for all moneys belonging to the Society, coming into her possession. The premium on said bond to be paid from the general fund of the Society. The bond, when executed, shall be placed in the custody of the Chairman of the Board of Grand Trustees.

SEC. 26.—*Grand Executive Board.*—It shall be the duty of the Grand Executive Board to promptly investigate all charges that may be preferred against officers or members of the Grand Lodge. The Board shall see to it that officers and members of the Grand Lodge faithfully and efficiently perform their duties. The Board shall have full power to try all Grand Lodge officers upon charges duly preferred, as well as to summon witnesses and upon proper and sufficient evidence to remove any officer or member of the Grand Lodge from office, and to fill any vacancy that may be caused by removal, resignation or death. Immediately after election and installation of the Board, it shall elect one of its members chairman and another secretary. The chairman shall receive all charges, convoke the Board when necessary, who shall try said charges as laid down in the Constitution of the Grand Lodge, provided that no charges shall be entertained unless signed by a member of the order in good standing. The Grand Executive Board shall transmit to each biennial meeting, in writing, a full report of all charges tried, together with the verdicts rendered, and all other business transacted during the two preceding fiscal years, which shall be accompanied by an itemized bill of expense for service rendered while in actual session. Upon their retirement from office, all books, papers and property in the possession of the members of the Grand Executive Board belonging to the Grand Lodge, shall be turned over to their successors.

SEC. 27.—*Board of Grand Trustees.*—It shall be the duty of the Board of Grand Trustees to examine the

books and accounts of the Grand Secretary and Treasurer, whenever it may be deemed necessary; they shall at the close of each fiscal year examine said books and accounts, and transmit their report to the ensuing biennial meeting of the Grand Lodge, and the same shall be accompanied by an itemized bill of expense for service rendered while in actual session. Said report shall also be transmitted in circular form, properly authenticated, to all Subordinate Lodges each year in which no meeting of the Grand Lodge is held. Immediately after their election and installation, they shall select a chairman and secretary, who shall perform the duties devolving upon them as such officers of the board. The chairman shall hold in her custody the official bonds of Grand Officers. When her successor has been duly elected and qualified, she, as well as the other members of the board, shall turn over all bonds, books, papers or property in her or their possession, belonging to the Grand Lodge, to her or their successors.

#### GRAND COUNSELOR.

It shall be the duty of the Grand Counselor to attend all meetings of the Grand Lodge and to render such services, in the way of advice, as may be required of him by the Grand Lodge while in session, or the Grand President, Grand Secretary and Treasurer and Boards when the Grand Lodge is not in session. All matters to be passed upon by him shall be transmitted by the Grand President, Grand Secretary and Treasurer, Chairman of Grand Executive Board or Board of Grand Trustees.

#### GRAND MEDICAL EXAMINER.

It shall be the duty of the Grand Medical Examiner to examine all applications for admission to the Insurance Department, as well as all applications for increased insurance. Said applications to be transmitted to the Grand Medical Examiner, by the Grand Secretary and Treasurer. He shall promptly examine the same and either approve or reject the admission

of the applicant as an insurance member. After which the application will be immediately returned to the Grand Secretary and Treasurer. At each biennial meeting of the Grand Lodge, the Grand Medical Examiner shall submit a report of the number of applications approved or rejected, and such other information, pertaining to his duties, which will be of value to the Society, together with itemized bill of expense.

SEC 28.—*Editor of Magazine.*—There shall be appointed by the Grand President an Editor of the Magazine, whose duty it shall be to take charge, under the supervision and direction of the Grand President, of the space allotted in the Brotherhood of Locomotive Firemen's Magazine to the Ladies' Society. The said officer shall prepare all copy for publication, eliminating all matter which may not be for the best interest of the Society, and strive in every possible way to make the pages of benefit to the organization and its members. In this department of the Magazine will appear all official notices of dues, assessments and such matters as may be necessary to bring to the attention of the membership.

#### STANDING COMMITTEES.

SEC. 29.—*Standing Committees; Consist of.*—The Standing Committees of the Grand Lodge shall consist of three members each, and shall be appointed at the opening session of each meeting by the Grand President and Vice Grand President, and the said committee shall serve during the meeting for which they are appointed. The first named member of each committee shall serve as chairman. The standing committees shall consist of the following: Reception and Invitation, Ways and Means, Constitution and By-Laws, Ritual and Secret Work, Resolutions, Salaries, Appeals and Insurance Claims.

SEC. 30.—*Standing Committees, How Convened and How They Report.*—Standing Committees shall be convened by their respective chairmen as soon as practicable after their appointment, and shall consider such

matters as may be referred to them or brought to their attention. They shall submit their reports, in writing, addressed as follows: "To the Officers and Members of the Biennial Meeting, Sisters;" which report shall be signed by the committee, and read from the desk of the Grand Secretary and Treasurer when the Committee is called.

#### GRAND LODGE REGULATIONS.

SEC. 31.—*Grand Lodge Regulations.*—The Grand Lodge shall have a code of Grand Lodge Regulations for the government of its meetings, and no amendment or alteration to said Regulations shall be made unless presented in writing at a meeting, which shall be read and referred until the following day for a final reading, and if two-thirds of the members vote in favor of said amendment or alteration, the same shall be adopted and shall be in force and effect from and after its passage.

#### ORGANIZATION OF LODGES.

SEC. 32.—*Organization of Lodges.*—Any persons, not less than five, having the prescribed qualifications, residing under the jurisdiction of the order, may petition the Grand Lodge, through the Grand President, for a charter for a Subordinate Lodge.

SEC. 33.—*Application for Charter.*—Members of the order withdrawing from their lodges for the purpose of instituting a new lodge, may unite in said petition. The cards of such members shall be presented to the officer organizing and by her deposited in the new lodge. The application for said transfer cards shall be made by the Acting Secretary of the proposed new lodge.

SEC. 34.—*Balloting for Candidates.*—The petitioners shall meet at the time and place fixed upon and proceed to vote by secret ballot, under the supervision of the Organizer, for each applicant in turn (except members received by deposit of card as provided in the preceding section) in alphabetical order. If three or

more black balls appear against an applicant she shall be declared rejected, and her petition for membership in the order shall not again be received for a period of three months thereafter.

#### CHARTER FEE.

SEC. 35.—*Charter Fee.*—The charter fee for all new lodges instituted shall be five dollars, payable to the Grand President or other officers by her authorized to institute the lodge.

#### FUNDS.

SEC. 36.—*Grand Dues*—The Grand Lodge shall levy an annual capita tax, which shall constitute a General Fund, and enforce payment of the same under penalties provided for that purpose. The said capita tax shall be levied and collected as Grand Dues, and shall be payable semi-annually. The Grand Secretary and Treasurer shall receive such capita tax from subordinate lodges through their Treasurers as hereinafter provided, and keep a correct account of the same in the Grand Register.

SEC. 37.—*How Funds Shall Be Transferred.*—All proceeds derived from charter fees, Grand Dues, printing and supplies, and all other miscellaneous sources, shall be transferred to the General Fund of the order and constitute a part of the same.

SEC. 38.—*How Funds Shall Be Disbursed.*—No funds of the Grand Lodge shall be disbursed for any purpose except upon a voucher drawn upon the General Fund, or Insurance Fund, according to the nature of the claim, signed by the Grand President and Grand Secretary and Treasurer.

SEC. 39.—*Accounts—How Kept*—It shall be the duty of the Grand Secretary and Treasurer to keep a separate account in the Grand Register with each Subordinate Lodge, with a full register of the members of each lodge, arranged in alphabetical order, showing date of admission, transfer, withdrawal, expulsion, death, etc.

## TRIALS.

SEC. 40.—*Charges; How Filed and Tried.*—All charges made against an officer or member of the Grand Lodge shall be in writing, signed by a member of the Society in good standing, and forwarded to the chairman of the Grand Executive Board. Upon receiving a copy of said charges, the Chairman shall forthwith appoint a day for trial, and direct the Secretary to forward a copy of the charges and notice of trial and date thereof, to each member of the said Board, and also to the accuser and accused. On the day agreed upon, the Board shall convene at the most convenient point, and proceed to try the case. If the accused cannot be present, she may appoint counsel to represent her; provided, that the person selected to act as counsel shall be a member of the Order in good standing. The Board, through its Secretary, shall summon all witnesses to appear and present their testimony. But one witness at a time shall be allowed to be present before the Board when in executive session. All others to be excluded except accused and accuser or counsel. The Secretary shall keep a full and complete record of the proceedings, and each witness shall be required to attach their signature to the testimony given, after the same has been prepared by the Secretary of the Board and submitted to the witness. After all witnesses have been examined, the Board, in secret session, shall render its decision as to the guilt or innocence of the accused, which shall be in writing, and a copy submitted to the accuser and accused. Should the accused be found innocent, she shall be acquitted and exonerated; but should she be found guilty, she may be reprimanded, suspended or removed from office as the Board may determine.

SEC. 41.—*Appeals; How Taken.*—Any officer or member of the Grand Lodge considering that an injustice has been done her by the Grand Executive Board, may appeal in writing to the ensuing meeting of the

Grand Lodge. Said appeal shall be filed with the Grand Secretary and Treasurer within thirty days from the time the verdict was rendered. The Grand Secretary and Treasurer shall immediately file notice of appeal with the chairman of the Board, who shall immediately instruct the Secretary of the Board to file all papers, which shall include copy of charges, testimony, decision of Board, etc., with the Grand Secretary and Treasurer. Such appeal, with all papers, shall be presented to the meeting of the Grand Lodge at the proper time and referred to the Committee on Appeals, who shall carefully and impartially consider the same and report the result to the convention, upon which that body shall determine whether the decision of the Board shall be sustained or reversed.

#### INSURANCE DEPARTMENT.

SEC. 42.—The Insurance Department of this Society is established to provide substantial assistance for the members' families in the event of death, and it shall be known as the Insurance Department of the Ladies' Society of the Brotherhood of Locomotive Firemen.

SEC. 43.—All members admitted to the Society on or after January 1, 1903, under the age of fifty (50) years, who are physically qualified and certified to by the Medical Examiner, as is provided by law, and approved by the Grand Medical Examiner, shall be required to participate in the Insurance Department, and shall be subject to the laws, rules and regulations by which it is now, or may be hereafter, governed.

SEC. 44.—A candidate for admission, shall, at the time of applying for membership in the Society, make application for a beneficiary certificate, in substance, as follows:

I, ..... , desiring to make application for membership in ..... Lodge, No. ...., of the Ladies' Society of the Brotherhood of Locomotive Firemen, hereby agree to comply with all the laws, rules and regulations of the Society, and those that may be hereafter enacted, as the condition

upon which I am to be entitled to participate in the Insurance Department and receive the other rights, privileges and benefits of the Society. I certify that the answers made by me to the questions propounded by the Medical Examiner, which are attached to this application, are true in every particular. I hereby authorize that the amount of said Insurance Certificate, in the event of my death, shall be paid to.....

whose relation to me is that of....., and whose residence is.....

.....  
Applicant.

Attest.....  
Secretary.

SEC. 45.—Upon the admission of a member, who is required to participate in the Insurance Department, the Grand Lodge shall issue to her a certificate in the following form:

This certificate, issued by the Grand Lodge of the Ladies' Society of the Brotherhood of Locomotive Firemen, witnesseth: That Sister.....  
a member of..... Lodge No. ...., of said order, located at....., is entitled to all the rights, privileges and benefits of membership, and to participate in the Insurance Department to the amount of ..... dollars, immediately on the issuance of this certificate, and in the event of her death shall be paid to....., her.....  
whose residence is.....

This certificate is issued on the condition that said..... shall comply with all the laws, rules and regulations of the order while a member of the same; otherwise this certificate shall be cancelled and become null and void.

In witness whereof, the Grand Lodge of the Ladies' Society of the Brotherhood of Locomotive Fireman has caused this certificate to be signed by its Grand President and Grand Secretary and Treasurer, and the seal

thereof to be attached, this ..... day of .....  
one thousand .....

[SEAL]

Grand President.

Grand Secretary and Treasurer.

We, the undersigned, President and Secretary of  
Lodge No. ...., do hereby countersign and attach the seal of this lodge hereunto, this  
..... day of ....., 19....

President.

[SEAL]

Secretary.

SEC. 46.—An applicant who cannot successfully pass the required medical examination, or who, on account of age limit is not eligible for admission to the Insurance Department, may be admitted to membership and shall be entitled to all the rights and privileges of membership, except participation in the said Insurance Department. Such members shall be liable for Grand Dues, Quarterly Dues less the amount of assessments, and all special assessments which may be levied by the Grand Lodge or the lodge of which she is a member, providing that such special assessments are not for the use of the Insurance Department. Upon receipt of her application, the Grand Secretary and Treasurer shall, after the same has been duly rejected by the Grand Medical Examiner, issue to such members a non-insurance certificate.

All applications for membership shall be filed on the prescribed form, duly certified by the Medical Examiner of the lodge to which the applicant seeks admission.

SEC. 47—*Application.—How Filed*—Upon the admission of an applicant, the Secretary of the lodge shall properly fill in date of admission, as well as to see that all questions are fully answered, with the full name of the applicant, as well as the full name or names of the beneficiary or beneficiaries are given, and shall then forward the same to the Grand Secretary and Treasurer, who shall immediately refer the application to

the Grand Medical Examiner for approval or rejection as an insurance member. Upon receipt of the application from the Grand Medical Examiner, the Grand Secretary and Treasurer shall enter the name of the applicant upon the Grand Register, either as an insurance member or otherwise, as the report of the Grand Medical Examiner shall indicate.

SEC. 48. *Insurance Assessments--How Levied.*—All insurance assessments levied by the Grand Lodge shall be in the amount of sixty cents for all members carrying a certificate of \$200, and one dollar and twenty cents for all members carrying a certificate of \$400. Said assessments shall be payable quarterly. Notice of said assessments shall be filed with the Treasurer of the local lodge, accompanied by the printed remittance blanks, supplied by the Grand Lodge. Upon receipt of such notice, it shall be the duty of the Treasurer to remit to the Grand Secretary and Treasurer, so as to reach her on or before the tenth day of the month specified in said notice, the amount due from all members admitted during the first and second months of the quarter in which the said assessment is levied. Members admitted during the last month of the quarter shall be exempt from quarterly dues for said quarter and will not, therefore, be liable for assessments levied during said quarter.

No action on the part of the lodge will be necessary to authorize the Treasurer to remit the amount due on assessments upon receiving notice from the Grand Secretary and Treasurer. All remittances shall be made by Post-office or express money order, or draft. It shall be unlawful to send currency or postage stamps. All drafts or money orders shall be made payable, "Grand Secretary and Treasurer, Ladies Society, B. of L. F." Upon receipt of such remittance, the Grand Secretary and Treasurer shall give proper credit to the members on the grand register and return to the Treasurer a receipt for the amount of remittances, together with the duplicate statement sent in by the Treasurer.

SEC. 49. Any Subordinate Lodge failing to make returns as above provided shall again be notified by the Grand Secretary and Treasurer, and the second notice shall be mailed to the President and Secretary of the lodge, and should said returns fail to be made on or before the tenth day of the following month, all insurance certificates held by the members of said lodge shall stand suspended, and such members shall be deprived of all the rights, privileges and benefits of membership in the Insurance Department until said returns are made.

SEC. 50. Subordinate Lodges shall be required to remit to the Grand Lodge for each insured member whose name appears upon the roll of membership at the time an assessment is levied, provided a member is not expelled and so reported to the Grand Secretary and Treasurer before said remittance is received.

SEC. 51. It shall be the duty of the Grand Secretary and Treasurer to keep a separate account in the Grand Register with each Subordinate Lodge, showing a full register of the members of said lodges, in alphabetical order; also of their insurance certificates, to whom payable, and from the reports of Subordinate Lodges shall keep a complete record of the standing of each insured member.

SEC. 52. Upon the death of an insured member in good standing, it shall be the duty of the Secretary of the lodge of which she was a member to immediately make a statement thereof, under seal of the lodge, and at the same time, there shall also be issued a certificate of death by a coroner or attending physician, with affidavit attached. The Secretary shall also secure and forward the receipts of the deceased covering the period of death. These receipts shall include dues for the current quarter, and in case the original receipt cannot be found, the Collector shall issue duplicates of the same, provided that each receipt shall bear the exact date upon which payment was made. The Collector shall also issue a statement, under seal of the lodge, certifying to the good standing of the

deceased member at the time of her death. The Secretary shall forward these statements and receipts, together with the insurance certificate of the deceased, to the Grand Secretary and Treasurer, who shall thereupon, if the claim be valid, adjust the same in its regular order, and pay to the beneficiary or beneficiaries named in the insurance certificate, as herein-after provided, the amount which will be then due, as may be provided by law. Any Secretary or Collector failing to comply with the provisions of this section within thirty days, without good and sufficient cause, shall be suspended or expelled, as the lodge may determine.

SEC. 53. All receipts issued by the Collector shall bear the exact date of payment:

SEC. 54. Upon receiving official notice of the death of a member in good standing, the Grand Secretary and Treasurer shall adjust the claim, and in settlement thereof shall draw an order on the insurance fund for the amount and have a draft issued in favor of the party entitled thereto, which she shall forward to the Treasurer of the lodge of which the deceased was a member, and said Treasurer will see that the insurance certificate is properly receipted and returned to the Grand Secretary and Treasurer, within thirty days from date of payment, who shall cancel and file the same.

In the event of the beneficiary or beneficiaries named in the insurance certificate are not of legal age and therefore not qualified to legally receive and receipt for the amount due on the certificate, then the necessary legal action shall be taken looking to the appointment of a guardian, or guardians, to whom the amount due can be paid on behalf of the beneficiary or beneficiaries.

SEC. 55. Any member desiring to make a new direction as to the payment of her insurance certificate, shall authorize such change in writing on the back of the certificate in the form prescribed, attested by the Secretary, with the seal of the lodge attached; no such

change or transfer will be valid or have any binding effect until reported to the Grand Secretary and Treasurer and by her duly recorded upon the Grand Register. All subsequent transfers shall be made in the same manner, except that a duplicate insurance certificate shall be issued by the Grand Secretary and Treasurer when a third transfer is authorized; provided, that the old certificate has been returned to the Grand Secretary and Treasurer; and provided further, that no duplicate insurance certificate shall be issued unless the original has been lost or destroyed, or possession thereof cannot be secured. In which event a sworn statement to that effect shall be filed with the Grand Secretary and Treasurer.

#### AMENDMENTS.

SEC. 56.—*Constitution, How Amended.*—The Constitution of the Grand Lodge and Subordinate Lodges may be altered, amended or repealed at a meeting of the Grand Lodge in the following manner: The proposed change shall quote in full the section to be changed, incorporating the alteration or amendment sought to be made, which shall be referred to the Committee on Constitution and By-Laws. The said Committee shall consider the matter, and if approved shall report the same back to the meeting with such recommendations as may be deemed necessary. If such report is adopted by a two-thirds vote, it shall constitute a part of the constitutional law of the Grand Lodge, to take effect at such time as may be determined by the meeting, otherwise it shall be rejected and so declared.

## GRAND LODGE REGULATIONS.

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1. The Grand President shall be addressed by any member rising to her feet, as "Worthy Grand President."

2. Each morning session of the meeting shall begin precisely at 10 o'clock and adjourn at 12:30; and each afternoon session shall begin precisely at 2:30 o'clock and adjourn at 6. Evening sessions may be called by a majority vote in the afternoon session, and shall begin precisely at 8 o'clock. The Grand President shall take the chair and call the sessions to order promptly at the hours designated in this rule.

3. Members shall be admitted to the meeting upon giving the proper pass, and shall take their seats without ceremony; and no member shall retire or leave her seat except by permission of the Vice Grand President.

4. No person except officers and members of the Grand Lodge shall be admitted to the body of the floor occupied by the delegates, except by permission of the Grand President.

5. The roll of officers and delegates shall be called at each morning session.

6. Each morning session of an annual meeting shall be opened with prayer by the Grand Chaplain.

7. The appointive officers of an annual meeting shall consist of a Grand Chaplain, Grand Warden, Grand Inner and Outer Guards, and Grand Marshal, who shall be appointed at the opening session by the Grand President and perform the usual duties devolving upon such officers.

8. The Grand President shall preserve decorum and decide all questions of order, subject to an appeal by any five members, upon which appeal no member shall speak more than once, except by permission of the Grand President.

9. The Grand President may put all questions in a sitting position.

10. All questions shall be stated distinctly in the following form, viz; "As many as are in favor (as the case may be) will say aye." After the affirmative vote has been expressed: "Those opposed will say no." If the Grand President doubts the result of the vote, or if a division be called for by two members, she shall require those voting in the affirmative to rise and be counted, and then the negatives, upon which the Grand President shall announce the result.

11. No question shall be stated unless regularly moved and seconded, nor be open for consideration until stated by the Grand President; and when a question is before the meeting no motion shall be in order except: 1. To adjourn; 2. To lay on the table; 3. The previous question; 4. To postpone; 5. To commit; 6. to amend; and they shall have precedence in the order in which they are arranged, and the first three shall be decided without debate.

12. When the decision of the chair is appealed from, the Grand President shall state the question as follows: "Shall the decision of the chair be sustained?" If there is a tie vote, the decision of the chair is sustained.

13. After any question has been decided, any two members who voted in the majority may at any time during the meeting move for a reconsideration thereof, but no debate shall be allowed on the main question unless reconsidered.

14. All principal motions and amendments, except motions to adjourn, to commit, to lay on the table, to postpone, for the previous question and others of similar character, shall be reduced to writing. In cases of doubt the Grand President shall determine whether a motion shall be reduced to writing or not.

15. When a member calls for the previous question and the call is seconded, the Grand President shall immediately put the question: "Shall the main question be now put?" If it fails, the discussion continues as if the motion had not been made; if adopted, all

debate shall cease and the main question shall be put by the chair and disposed of without debate.

16. The meeting may, by a majority vote, order that the vote on any question shall be taken by yeas and nays, and if so ordered said vote shall be entered in full on the proceedings.

17. All motions reduced to writing, and all communications, petitions, resolutions, reports of officers and committees, and all other documents, shall be read from the desk of the Grand Secretary and Treasurer, unless otherwise ordered by the meeting.

18. No member shall be allowed to speak more than five minutes at one time, nor more than twice on any one subject except by permission of the Grand President or the meeting.

19. Every member who shall be in the meeting when a question is put, shall vote thereon, unless excused by the Grand President or the meeting.

20. When a member rises to speak, she shall confine herself strictly to the question under debate, avoiding sarcasm or personality.

21. In all cases of ballot, unless otherwise specially provided, a majority of the votes cast shall be necessary to a choice.

22. When two or more members rise at the same time, the Grand President shall decide who is entitled to the floor.

23. A motion to adjourn shall always be in order and decided without debate.

24. The proceedings shall be so recorded as to show by what member any motion, resolution or other document is offered.

25. All committees shall be appointed by the Grand President and Vice Grand President, unless otherwise ordered by a two-thirds vote of the meeting, in which case they shall be appointed by ballot.

26. All questions not herein provided for, shall be decided upon the principles laid down in Cushing's Manual of Parliamentary Practice.

## ORDER OF BUSINESS.

1. Call to order by Grand President.
2. Appointment of Officers.
3. Examination of Credentials and Pass-Words.
4. Roll Call of Officers and Delegates.
5. Prayer by Chaplain.
6. Appointments of Committees.
7. Communications.
8. Resolutions and Motions.
9. Reports of Officers and Boards.
10. Reports of Committees as follows:
  - a. Reception and Invitation.
  - b. Ways and Means.
  - c. Constitution and By-Laws.
  - d. Ritual and Secret Work.
  - e. Resolutions.
  - f. Salaries.
  - g. Appeals.
  - h. Insurance Claims.
11. Election of Officers and Boards.
12. Installation of Officers and Boards.
13. Selection of City for Ensuing Convention.
14. Unfinished Business.
15. Miscellaneous.
16. New Business.
17. Bills for Allowance.
19. Exemplification of Secret Work.
20. Closing.

## Ladies' Society of the B. of L. F.

### **SUBORDINATE LODGE CONSTITUTION AND BY-LAWS.**

SEC. 57. This lodge shall consist of at least five members and shall be known as ..... Lodge, No. ..... of the Ladies' Society of the Brotherhood of Locomotive Firemen.

SEC. 58. Five members in good standing shall be necessary to constitute a quorum for the transaction of lodge business.

SEC. 59. The regular meeting of this lodge shall be held at such time and place as it may appoint, provided at least one meeting is held each month.

SEC. 60. The time and place of meeting shall not be changed, unless so ordered by the lodge.

SEC. 61. Special meetings may be called by the President, or on the request of three members in good standing. Notice of said meeting shall be given in writing the nature of the business to be transacted at said meeting.

SEC. 62. The officers of a lodge shall consist of a President, Vice President, Past President, Secretary, Treasurer, Collector, Chaplain, Warden, Conductor and Inner and Outer Guards.

SEC. 63. The Standing Boards of a lodge shall consist of a Board of Trustees and a Board of Relief of three members each, who shall be annually elected.

SEC. 64. The elective officers shall consist of a President, Vice President, Secretary and Treasurer, Collector and Board of Trustees, Delegate and Alternate Delegate to the Grand Lodge, and Medical Examiner.

SEC. 65. The appointive officers shall consist of a Chaplain, Warden, Conductor, and Inner and Outer Guards, who shall be annually appointed and installed.

SEC. 66. The Board of Relief shall consist of the President, Vice President and Past President, of which the President shall be chairman.

SEC. 67. The retiring President shall take the chair of Past President except at the institution of a lodge, when the Past President shall be elected. She shall serve as such while a member of the lodge until regularly succeeded, and she shall always be Past President according to the regular order of succession.

SEC. 68. Nominations for all elective officers and boards shall be made at the last regular meeting preceding election; a member who is duly qualified may be nominated though she be absent from the meeting. All nominations shall be seconded and properly recorded upon the minutes of the lodge and nominations shall not be closed except by a motion moved and seconded and adopted by a majority vote of the lodge.

SEC. 69. No nominations shall be made at the meeting at which an election is held unless two-thirds of the members present agree thereto.

SEC. 70. The election of officers and boards shall be held at the last regular meeting in June.

SEC. 71. The appointive officers shall be appointed by the President-elect previous to the installation. She shall notify said persons of their appointment and report the same to the lodge in writing at the first regular meeting in July; all appointments thus made shall be subject to the confirmation of the lodge.

SEC. 72. The offices of Collector and Treasurer shall not be held by one and the same member, nor shall members holding said offices be eligible to the Board of Trustees.

SEC. 73. All elections shall be held in their regular order under the head of "Election of Officers and Boards." When that order is reached and an election is held for an officer, or officers, the President shall appoint two disinterested members to act as tellers; she shall declare the election in order for the respective officers, beginning with the President, and the Secretary shall announce the names of the candidates as each office is called; the teller shall distribute blank tickets upon which each member shall write the name

of her choice. The tellers shall then collect the ballots and proceed to the desk of the Secretary, where one of the tellers shall announce the names upon each ballot, separately, then pass it to the other for examination, the secretary keeping tally of the vote. When all votes have been counted, the Secretary shall report to the lodge the number of ballots received by each candidate, and the President shall announce the result of the ballot. Should it appear that there are more votes cast than there are legal voters present, the President shall declare the ballot void and direct another to be taken immediately.

SEC. 74. In case there are two or more candidates for the same office, neither of whom has received a majority of all the legal votes cast, the candidate who received the lowest number of votes shall be dropped and another ballot shall be taken, continuing in a like manner until an election is had.

SEC. 75. If there be but one candidate for an office, she may be declared elected by acclamation, by order of the lodge, and the President shall direct the Secretary to cast the ballot for the lodge.

#### INSTALLATION.

SEC. 76. Officers of a lodge, who have been duly elected or appointed, according to the requirements of the Constitution and By-Laws, shall be installed at the first regular meeting in July of each year, except when a vacancy is filled or a lodge instituted, in which case the installation shall take place immediately after the election or institution, and any officer who has been duly elected and notified thereof, failing to present herself for installation (unless prevented by sickness or absence from the city, or other unavoidable cause), the office to which she has been elected will be declared vacant by a two-thirds vote of the lodge, and another election ordered forthwith to fill the vacancy. An officer-elect who may be absent for good and sufficient cause may be installed at any succeeding regular meeting, but until she is so installed, the incumbent

of the office shall hold said office and discharge its duties.

#### DUTIES OF OFFICERS.

SEC. 77. It shall be the duty of the President to preside at all meetings of the lodge, preserve order and enforce the Constitution and By-Laws, sign all final withdrawal and transfer cards, warrants on the Treasurer for money ordered paid by the lodge, and all other documents that require to be properly authenticated. She shall decide all questions of order when necessary. She shall not be entitled to vote except at the election of officers, or when balloting for a candidate, and when the members are equally divided on any question, she shall have the deciding vote. She shall require all officers to make their report to the lodge in conformity with the laws of the order, and also read, or cause to be read, once each quarter, the Constitution and By-Laws. She shall open and close the lodge in due form, and shall perform such other duties as are required by the laws and rules of the order.

SEC. 78. The Vice President shall assist the President in preserving order, and aid in conducting the ceremony. In the absence of the President, she shall preside over the lodge. She shall appoint a minority of all committees and perform such other duties as pertain to the office. In case of death, resignation or removal of the President, she shall perform the duties of that office until a successor is elected and qualified.

SEC. 79. It shall be the duty of the Secretary to keep a correct record of all the proceedings of the lodge, which shall be recorded in a book kept for that purpose; at each regular meeting she shall read a report of the proceedings of the previous meeting, unless otherwise ordered by the lodge; if said report be approved, she shall attach her official signature thereto with date of approval. She shall notify officers of their election, and applicants for membership of their election or rejection, returning the application fee of

a rejected applicant with such notice; she shall issue and sign all final withdrawal and transfer cards, and all orders for money drawn on the Treasurer, when allowed by the lodge. She shall conduct the correspondence of the lodge, and at the close of each meeting promptly report all elections, admissions, expulsions, final, withdrawal and transfer cards, with date of same, and in case of transfer cards, the name and number of the lodge to which the member has transferred, to the Grand Secretary and Treasurer; have charge of the records of the lodge, and perform such other duties as required by the laws of the order so far as they pertain to her office.

SEC. 80. It shall be the duty of the Collector to keep a full and correct account between the lodge and each individual member. Receive all money due the lodge from whatever source, paying the same to the Treasurer on or before the third day of each month, taking her receipt therefor. She shall issue to the lodge a quarterly report of all moneys received by her, amounts paid to the Treasurer, together with a list of members who have failed to pay their grand or quarterly dues, as provided by law, (and shall also report the same to the Secretary,) which report, when properly endorsed by the Board of Trustees, shall be read at the first regular meeting of the lodge in the quarter. All receipts issued by the Collector shall bear the exact date of payment and the seal of the lodge, and in no case shall a receipt be dated previous to the date of payment. She shall perform all duties required of her, and at the close of her term she shall surrender all books, papers, accounts and money on hand to her successor, when duly elected and qualified.

SEC. 81. It shall be the duty of the Treasurer to receive from the Collector all money collected for the lodge, giving her receipt therefor; pay all orders for money drawn on her by the President and Secretary, and forward the Grand Dues of all members to the Grand Secretary and Treasurer, as well as Insurance Assessments for all insured members. She shall keep

a true and correct account of all moneys received and paid out by her, in records to be provided for that purpose. At the first regular meeting in each quarter, she shall make a report to the lodge of all moneys received and paid out by her during the preceding quarter, also the balance on hand, which report shall be approved by the Board of Trustees. At the close of her term she shall make an annual report to the lodge in the prescribed form, of all moneys received and paid out during the year, and balance on hand. She shall surrender all books, records, accounts, papers and money on hand to her successor, when duly elected and qualified.

SEC. 82. The Chaplain, Warden, Conductor and Inner and Outer Guards shall attend meetings of the lodge as regularly as possible. (The duty of the outer guard shall be to remain in the ante-room during the opening of the lodge, and allow no one to enter during the opening ceremonies. Her station shall be at the door.) They shall assist in conducting the ceremony, and perform such other duties as are required by the Ritual of the order.

SEC. 83. It shall be the duty of the Board of Trustees to supervise the funds of the lodge; they shall quarterly, previously to the first regular meeting, examine the books, accounts and money on hand of the Treasurer and Collector, and approve their report if found correct, and perform such other duties as pertain to their office.

SEC. 84. It shall be the duty of a delegate to attend the meetings of the Grand Lodge and faithfully represent the interests of her lodge. Upon her election, the Secretary shall send her name at once to the Grand Secretary and Treasurer, who will issue to her a credential in the prescribed form. This credential will entitle the delegate to a seat in the meetings of the Grand Lodge, provided, the lodge she represents has complied with all the laws, rules and regulations of the order. She shall strive to further the interests of the society, and at the close of the meeting she shall report

to her lodge in writing the transactions of the Grand Lodge. She shall receive such remuneration for her services as the lodge may direct. There shall also be elected an alternate delegate at the same time to represent the lodge, provided the regular delegate cannot attend.

SEC. 85. It shall be the duty of the Board of Relief to visit all sick and distressed members and report at each regular meeting all sickness and applications for relief, with recommendations concerning the same. Upon the death of a member, they shall render such pecuniary assistance as may be needed to relieve said member, and shall submit at each regular meeting an itemized statement of all expenditures made by them.

SEC. 86. It shall be the duty of each member to visit all sick members and see that they receive proper attention.

#### REMOVALS OR VACANCIES.

SEC. 87. If any elective officer shall absent herself from two or more successive regular meetings without good cause, or shall be guilty of inattention to duty, or conduct unbecoming an officer, her seat may be declared vacant at a regular meeting by a two-thirds vote of the lodge. An elective officer shall, however, be given a fair and impartial hearing before she shall be deposed from office, as is provided in the following section.

SEC. 88. An officer against whom charges have been preferred, shall have a fair and impartial trial, and unless otherwise ordered by the lodge, she shall hold office until such charges shall be determined.

SEC. 89. If any appointive officer shall fail, without good cause, to attend lodge meetings, or if any such officer shall neglect her official duties, the President may declare her office vacant at a regular meeting of the lodge.

SEC. 90. All vacancies occurring by reason of withdrawal, removal, resignation or death, shall be filled

as provided for in the nomination and election of officers, but in all cases of vacancies in office, nomination and installation may take place in the same meeting.

#### MEMBERSHIP.

SEC. 91. An applicant for membership shall be of good moral character, and not less than sixteen years of age. Mothers, wives, sisters and daughters of B. of L. F. members are eligible for membership; also widows of deceased members who died in good standing.

SEC. 92. An applicant for membership shall join the lodge nearest her home.

SEC. 93. All applications for membership shall be made in writing signed by the applicant, stating her age and residence. The applicant shall be recommended by a member of the lodge in good standing. Each application shall be accompanied with the application fee of fifty cents, which shall be applied as semi-annual Grand Dues. Such application shall be read at a regular meeting of the lodge, entered in the minutes and an investigation committee of three appointed, whose duty it shall be to carefully investigate if said applicant ever belonged to the Order before, and if she did, for what reason she was not now a member, and also ascertain if the brother is in good standing in his lodge, and report at the next regular meeting, when the said applicant will be balloted for; should not more than two black balls appear, the applicant shall be declared elected. If three or more black balls appear she shall be rejected.

SEC. 94. A reconsideration of an unfavorable ballot can only be had at the meeting at which an applicant is rejected, and then only by a unanimous vote of the lodge. In such case the ballot shall again be spread, and if not more than two black balls appear, the candidate shall be elected. But if three or more black balls appear, she shall be rejected, and in no case shall

more than one reconsideration be had upon the same application.

SEC. 95. When an applicant has been rejected her application fee shall be returned to her, and she shall not be proposed again for three months.

SEC. 96. An applicant failing to present herself for admission within sixty days after her medical examination, shall forfeit her application fee; provided, that in case of sickness or other unavoidable occurrence, the lodge may, by two-thirds vote, grant an extension of time, but not to exceed thirty days, except by permission of the Grand President.

#### DUES AND FEES.

SEC. 97. The initiation fee of an applicant for membership shall be such an amount as may be determined by the lodge, provided it shall in no case be less than fifty cents. The same to be collected by the Collector, and by her turned over with the name to the Treasurer.

SEC. 98. The quarterly dues of a member shall be paid quarterly in advance, on or before the first day of July, October, January and April. The amount of said dues shall be such an amount as may be determined by the lodge, provided, in no case shall it be less than one dollar and five cents for a member holding an insurance certificate of \$200, and one dollar and sixty-five cents for a member holding a \$400 insurance certificate. Members admitted in the last month of the quarter will be exempt from quarterly dues for current quarter.

SEC. 99. The Grand Dues of each member shall be one dollar per year, payable as hereinafter provided. Members admitted on and after December 1st, will not be liable for Grand Dues for six months ending December 31st, and members admitted on and after June 1st, will not be liable for Grand Dues for the quarter ending June 30th, but the Grand Dues collected as application fee shall be applied for the six months beginning January 1st and July 1st, respectively. The

amount thus collected by the Collector, shall be turned over to the Treasurer, and by her forwarded to the Grand Secretary and Treasurer with the regular Grand Dues returns for the months of January and July, respectively.

SEC. 100. On the 1st day of June and 1st day of December, of each year, the Grand Secretary and Treasurer shall issue to Subordinate Lodges a notice of Grand Dues, which shall be payable by members to their Collectors on or before the 1st day of July and the 1st day of January, and the Collector shall turn the amount thus collected over to the Treasurer, who shall forward the same so as to reach the Grand Secretary and Treasurer on or before the 10th day of July, and 10th day of January. Any lodge failing to have its Grand Dues paid to the Grand Secretary and Treasurer by the 10th day of July and 10th day of January, shall be notified by the Grand Secretary and Treasurer of its delinquency. Failing to make returns within ten days thereafter, the charter of said lodge shall be suspended for the space of ninety (90) days. Notice of suspension to be forwarded to the President of said lodge. Any lodge failing to make payment of its Grand Dues within thirty (30) days after the expiration of the ninety (90) days, which suspension takes effect, the charter of said lodge may be revoked.

SEC. 101. Any member failing or refusing to pay her dues for the space of thirty days, shall stand suspended and shall not be entitled to the pass, nor a seat in the lodge room until said dues are paid. Collector to notify said member of her suspension, and if not paid within thirty (30) days from date of suspension, the Collector shall report her name in open meeting, the President declare her expelled, and the Secretary to report the expulsion to the Grand Secretary and Treasurer.

#### EXPULSIONS.

SEC. 102. A person having been expelled, desiring to become a member of the order, shall be subject to all

the laws, rules and requirements of the order and shall be admitted as in Section —.

SEC. 103. A person having been twice expelled shall be forever excluded from the order. Any member expelled for non-payment of dues shall not be admitted as a new member until she has paid up to the lodge from which she was expelled.

#### PUNISHMENT OF SUBORDINATE LODGES.

SEC. 104.—*Charters of Subordinate Lodges; How Revoked.*—Any lodge may be suspended, or its charter may be revoked, for improper conduct, or violating any of the laws, regulations or principles of the order; provided, that no charter shall be suspended or revoked, except for nonpayment, until the lodge has been duly notified of its offense, and given an opportunity to answer the charges made against it.

SEC. 105. A member considering an injustice has been done her by a decision of the lodge, may, within thirty days thereafter, appeal to the Grand President, stating her reason for so doing. Such appeal shall be filed with the Secretary of the lodge of which she is a member, and by the Secretary submitted to the next regular meeting of the lodge and entered upon the minutes. The Secretary shall, within thirty days thereafter, forward a copy of the appeal, together with the testimony, proceedings and reports, to the Grand President, properly certified under seal of lodge. The Grand President shall review the evidence taken at the time of the trial, not permitting of the introduction of any evidence not passed upon by the trial committee, and render a decision. Said decision shall be final unless reversed at the next biennial meeting of the Grand Lodge.

#### WITHDRAWAL AND TRANSFER CARDS.

SEC. 106. A member wishing to join another lodge, shall be entitled to a transfer card, providing she is in good standing for the quarter in which the card is

granted. All applications for transfer cards shall be made through the Secretary of the lodge to which the member wishes to transfer, or by the Acting Secretary in the event of a new lodge is to be organized to which the member wishes to transfer, as is provided in the laws governing "Organization of Lodges." If for any cause the said card is not deposited, then it shall be returned to the lodge granting the same, when it shall be re-deposited. The member continuing her membership as heretofore prior to the issuing of the card. In the event of a lodge refusing to accept a transfer card of a member, the Secretary shall return said card to the Secretary of the lodge from which it was granted, and shall notify said member of its return so that she may pay her dues to the Collector of the lodge from which she wished to be transferred.

SEC. 107. All applications for transfer, or final withdrawal cards, shall be made in writing to the Secretary of the lodge of which the applicant is a member, and shall be presented to the lodge at the next regular meeting, and if the applicant is in good standing, the card shall be granted forthwith. Provided, if a transfer card is granted, said card shall be forwarded to the Secretary of the lodge making the application.

SEC. 108. No member under charges shall be entitled to a final, withdrawal or transfer card.

SEC. 109. A member admitted by deposit of a transfer card, shall begin the payment of lodge dues at the expiration of the time to which they were paid in the lodge from which she withdraws.

SEC. 110. A member desiring a final withdrawal card shall make application to the lodge in writing, and said card shall be granted by a majority vote of the lodge, provided the applicant is in good standing.

SEC. 111. A person having taken a final withdrawal card, desiring to again become a member of the Order, shall be subject to all the laws, rules and requirements of the Order, and shall be admitted in all things as a new member.

SEC. 112. All final withdrawal and transfer cards shall be issued by the Secretary, and signed by her in conjunction with the President. All cards received by a lodge shall be balloted on same as a new member.

#### CHARGES AND TRIALS

SEC. 113. Every member shall be entitled to a fair and impartial trial for any offense except non-payment of dues. No member shall be placed upon trial unless charges duly specifying the offense have been submitted to the lodge by a member of the order in good standing, and such charges shall be entered in full on the minutes and the Secretary shall forward a copy thereof to the last known residence of the accused, so as to enable her to prepare for her defense.

SEC. 114. When charges have been preferred, as provided in the foregoing section, they shall be referred to a committee of three members in good standing for investigation.

SEC. 115. It shall be the duty of the committee to whom charges have been referred, to decide upon the time and place of trial, of which they shall give written notice to the accuser and accused, said notice shall be directed to the last known residence of the parties, which shall be deemed legal and sufficient service thereof. If the accused is unable to be present, she may select any member in good standing to represent her as counsel. The committee shall be authorized to summon all witnesses, but one of whom shall be admitted at a time to present her testimony. The Secretary shall keep a correct record of all proceedings, reduce the testimony to writing and have it signed by the witnesses in the order in which it was received. After all the testimony is received, the committee shall agree upon a verdict, which shall be reduced to writing and reported at the next regular meeting of the lodge, together with a record of the proceedings and the testimony received; the report of the committee shall be read, and if approved by a majority of the members present, it shall be the judgment of the lodge and shall be so declared by the

President and entered in full on the minutes; provided, that if the accused is found guilty of an offense for which there is a specific penalty, the President shall enforce it upon the approval of the report of the committee; if the report of the committee is not approved, a new committee shall be appointed, who shall proceed in the same manner as the first.

SEC. 116. A member failing to appear for trial, or appoint counsel to represent her, shall be reported guilty by default of the offense of which she is charged.

SEC. 117. During the report of the committee and ballot of the lodge, the accused shall withdraw from the lodge room. When the verdict is announced from the chair, it shall be entered upon the minutes and the Secretary shall forward a copy thereof to the accused.

A member considering an injustice has been done her by a decision of the lodge, may, within thirty days thereafter, appeal to the Grand President, stating her reason for so doing. Such appeal shall be filed with the Secretary of the lodge of which she is a member, and by the Secretary submitted to the next regular meeting of the lodge and entered upon the minutes. The Secretary shall, within thirty days thereafter, forward a copy of the appeal, together with the testimony, proceedings and reports, to the Grand President, properly certified under seal of lodge.

#### BENEFITS.

SEC. 118. Each lodge may pay weekly benefits to sick members, provided suitable By-Laws making such provisions have been adopted.

SEC. 119. When a member, through sickness, or other cause, is unable to pay her dues, she shall notify the Secretary of her lodge, and when such fact is certified by the Board of Relief, the lodge may authorize the Treasurer to forward said member a receipt for the same, as well as to forward the necessary insurance assessments to the Grand Lodge.

## MISCELLANEOUS LAWS.

SEC. 120. No member shall be allowed to vote by proxy in an election of officers or upon any question whatever in a Subordinate Lodge.

SEC. 121. Any members making use of any improper means to obtain relief or benefits, or who shall make false statements, or in any manner practice fraud or imposition upon the lodge, shall, upon proof thereof, be expelled.

SEC. 122. There shall be only one lodge to each Brotherhood Lodge; and no lodge of this order shall be named after any living person. A person wishing to become a member of this order must apply for membership in the lodge nearest her home.

SEC. 123. The funds of the lodge shall not be used for any purpose, unless sickness, without the vote of two-thirds of the members in good standing. This section shall not be construed to prevent a lodge from paying the routine and regular expenses incurred in the maintenance of the lodge and in accordance with the aims and purposes of the Society.

SEC. 124. A member under suspension shall forfeit all rights and privileges of membership, including the right to withdrawal and transfer cards, pass word and seat in the lodge room, until she has been regularly reinstated.

SEC. 125. Any lodge wishing to bond its collector and treasurer may do so.

SEC. 126. All things pertaining to this order, its unwritten work, and all business transacted in a lodge room, shall be kept secret, and any member who shall reveal the secrets of this order, or make known the name of a candidate who has been rejected, or divulge the name of a sister who may think it proper to vote or speak against a candidate, shall be fined, suspended or expelled, as the lodge may determine.

SEC. 127. Any member casting any reflections upon the Brotherhood or its members, or telling anything concerning the business of the B. of L. F. Lodge or the

members thereof, or anything any member of the B. of L. F. may have said reflecting upon our order or its members, or cast any reflections upon the members of the Society, shall be fined, suspended or reprimanded, as the lodge may desire.

SEC. 128. In the absence of the President and Vice President, the Past President, if present, shall preside; if neither of these officers is present, any member may call the meeting to order at the appointed time, and a president pro tem. shall be chosen for the meeting.

SEC. 129. By-Laws in conformity with this Constitution may be made, and from time to time altered or amended, by submitting the same to the lodge in writing and read at the two regular meetings previous to being acted upon, when, by a two-thirds vote, they shall be adopted; provided, they do not conflict with the Constitution of this lodge or the principles of the order. All by-laws to be submitted to the Grand President for approval.

SEC. 130. All by-laws adopted by a lodge shall be entered in full on the records of the lodge.

#### RULES OF ORDER.

SEC. 131. When a sister intends to speak on a question, she shall rise in her place and respectfully address her remarks to the president, and avoid all personality and indecorous or sarcastic language as well as any reflection upon the lodge or its members.

SEC. 132. The president shall be addressed by any member rising to her feet as "Worthy President."

SEC. 133. No question shall be stated unless regularly moved and seconded, nor open for consideration until stated by the president; and when a question is before the meeting, no motion shall be in order except to adjourn, to postpone, or to amend.

SEC. 134. No motion can be made by one member while another is speaking.

SEC. 135. The president, while presiding, shall rise and state every question coming before the lodge, and immediately before putting it to a vote, shall ask: "Is the lodge ready for the question?"

SEC. 136. Every member present must vote on all questions before the lodge, unless personally interested in the result.

SEC. 137. When a sister rises to speak she shall confine herself strictly to the question under debate.

SEC. 138. When the decision of the chair is appealed from, the president shall state the question as follows: "Shall the decision of the chair be sustained?" If there is a tie vote the decision of the chair is sustained.

SEC. 139. After any question has been decided, any two members who voted in the majority may at any time during the meeting move for a reconsideration thereof, but no debate shall be allowed on the main question unless reconsidered.

SEC. 140. When a member calls for the previous question, and the call is seconded, the president shall immediately put the question. If it fails, the discussion continues as if the motion had not been made; if adopted, all debate shall cease and the main question shall be put by the chair and disposed of without debate.

SEC. 141. A motion to adjourn shall always be in order, and decided without debate.

SEC. 142. Under no circumstances shall the opening and closing ceremonies be omitted.

SEC. 143. That when lodges disband, the money in the treasury be handed over to the Brotherhood lodge to which this lodge was connected. This includes all properties which may be turned into money.

SEC. 144. The colors of this order are Red, Dark Purple and White.

SEC. 145. Our emblematic flower is Red Carnation.

SEC. 146. Floral design, a Heart, emblematic of our watch-word, "Charity."

## ORDER OF BUSINESS.

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1. Call to order by President.
2. Appointment of Officers.
3. Opening Ceremonies.
4. Roll Call.
5. Reading of Minutes of Preceding Meeting.
6. Application for Membership.
7. Report of Investigating Committee.
8. Balloting for Candidates.
9. Admission of Candidates.
10. Reports of Committees.
11. Applications for Relief.
12. Communications.
13. Applications for Withdrawal Cards.
14. Bills for Allowance.
15. Collector's Report.
16. Treasurer's Report.
17. Unfinished Business.
18. Election of Officers.
19. New Business.
20. Miscellaneous.
21. Debate Good of the Society.
22. Closing Ceremonies.

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